

Minutes of the Finance Committee

Wednesday, January 20, 2010

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl (Chair), Steve Wimmer, Jim Heinrich, Jean Tortomasi, and Bill Zaborowski. Rob Hutton arrived at 8:48 a.m. **Absent:** Pamela Meyer.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Public Works Director Allison Bussler, Highway Operations Manager Pete Chladil, Senior Civil Engineer Karen Braun, Senior Financial Analyst Vince Masterson, District Attorney Brad Schimel, Sheriff Dan Trawicki, Inspector Steve Marks, Business Manager Lyndsay Johnson, Budget Specialist Linda Witkowski, Information Systems Manager Mike Biagioli, Collections & Business Services Manager Sean Sander, Emergency Management Coordinator Bill Stolte, Risk/Purchasing Manager Laura Stauffer, Administration Director Norm Cummings, Labor Relations Manager Jim Richter, and Budget Manager Keith Swartz. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 12-9-09

MOTION: Tortomasi moved, second by Zaborowski to approve the minutes of December 9. Motion carried 5-0.

Schedule Next Finance Committee Meeting Date(s)

- February 3, 2010

Announcements

The Finance Committee is invited to attend the Executive Committee on January 25, 2010 for the presentation of the General Controls Audit of Information Technology Network Operations, scheduled at 9:45 a.m.

Ordinance 164-O-071: Appropriate Funds To The Department Of Public Works, Transportation Fund 2010 Budget

Bussler discussed this ordinance which involves appropriating \$100,000 in state funds to purchase and install Automatic Vehicle Location – Global Positioning Systems (ALV-GPS) equipment, sensors, and data communication services onto County patrol trucks used for State highway maintenance operations – about one-half of our fleet. The systems will help manage materials and also our fleet. The pilot project area includes 15 counties along I-94 and runs through June 30, 2011.

Hutton arrived at 8:48 a.m.

Upon expiration of this pilot project term, there is no obligation to continue and the County becomes sole-owner of the equipment. If the County chooses to continue using the systems, they will be incorporated into the County's Vehicle/Equipment Replacement Fund. Bussler went on to explain that there will be some maintenance costs and efforts will be made to garner grant funds which she touched on further. The County will be responsible for any costs related to removing the equipment from County vehicles, if it chooses to do so, after the pilot project ends. Bussler said the State has hired UW-Madison grad students to help them analyze the data.

MOTION: Wimmer moved, second by Zaborowski to approve Ordinance 164-O-071. Motion carried 6-0.

Contract Procurement Process For Environmental Impact Statement And Design Services - Waukesha West Bypass STH 59 To IH 94, Capital Project #200917

Braun advised the contract was awarded to CH2M Hill, the highest rated proposer, for a total contract cost of \$1,266,948. The budgeted amount was \$2,000,000. A total of seven firms submitted RFP's for consideration. Bussler noted this is the same firm that did the Marquette Interchange.

MOTION: Tortomasi moved, second by Heinrich to approve the contract procurement process for environmental impact statement and design services - Waukesha West Bypass STH 59 to IH 94, Capital Project #200917. Motion carried 6-0.

Ordinance 164-O-072: Amend Capital Project 200827 State Salt Shed Project To Increase Expenditures And Revenues

Bussler said the State is reimbursing the County for costs incurred due to the construction of the State salt shed. Staff discovered more site work than previously estimated and so were short \$50,000. This payment has been approved by the State and was included in the final contract. Copies of the revised capital project sheet reflecting this change were distributed.

MOTION: Hutton moved, second by Heinrich to approve Ordinance 164-O-072. Motion carried 6-0.

Ordinance 164-O-077: Accept Justice Assistance Grant From The Office Of Justice Assistance And Modify The Waukesha County Sheriff Department And District Attorney 2010 Budget To Authorize Grant Expenditures

Schimmel, Trawicki, Marks, and Johnson were present to discuss this ordinance which involves accepting \$218,595 in Justice Assistance Grant funds for an additional State assistant district attorney position in the District Attorney's Office for approximately 36 months. The position is expected to help reduce the amount of time needed to prosecute drug offenders in Waukesha County. Schimmel said the grant funds will cover payroll and benefits although no County indirect costs can be covered by the grant. Therefore, all operating costs related to this position and administrative support will be absorbed within the existing District Attorney's budget. He also noted the position will be contracted so unemployment benefits will not be an issue. The ordinance states that funding for the position will not be replaced with County funding once the grant funds are exhausted.

MOTION: Heinrich moved, second by Tortomasi to approve Ordinance 164-O-077. Motion carried 6-0.

Ordinance 164-O-075: Accept 2010 State Of Wisconsin Department Of Transportation Highway Safety Grant And Modify Waukesha County Sheriff Department's 2010 Budget To Authorize Grant Expenditures

Trawicki said this ordinance involves accepting a WisDOT Highway Safety Grant totaling \$30,000 to fund additional overtime expenditures in the Sheriff's patrol operations in 2010 for targeted enforcement activities in an effort to reduce alcohol impaired driving. The budget had anticipated \$15,000 so this ordinance modifies the Sheriff's budget by increasing Intergovernmental Revenues and Personnel Costs by an additional \$15,000. To answer Hutton's question, this grant equates to about 300 overtime hours.

MOTION: Wimmer moved, second by Heinrich to approve Ordinance 164-O-071. Motion carried 6-0.

Ordinance 164-O-076: Amend 2010 Sheriff's Department Budget For The Expenditure Of Seized Funds To Participating Agencies In January 2010

Trawicki said this ordinance authorizes the distribution of \$25,707 in seized funds to all participating Metro Drug Unit agencies in accordance with federal seized asset guidelines. The amount distributed to each agency is based on their participation status at the time of each seizure and includes the cities of Waukesha, New Berlin, Brookfield, Muskego, and Pewaukee, and the villages of Menomonee Falls, Hartland, and Pewaukee.

MOTION: Tortomasi moved, second by Zaborowski to approve Ordinance 164-O-076. Motion carried 6-0.

Contract Procurement Process For Document Management And Archival, Capital Project #200910

Biagioli and Sander were present to discuss this issue. The contract was awarded to Concurrency, Inc., the highest rated proposer, for a total contract cost not to exceed \$177,990. The entire contract amount is budgeted in the capital project which totals \$700,000 for the first year. A total of six firms submitted RFP's for consideration.

MOTION: Heinrich moved, second by Wimmer, to approve the contract procurement process for document management and archival, Capital Project #200910. Motion carried 6-0.

Ordinance 164-O-078: Accept Homeland Security – Emergency Responder Training Funding And Modify The Emergency Preparedness 2010 Budget To Appropriate Grant Revenues And Expenditures For Emergency Responder Training

Stolte discussed this ordinance which authorizes the acceptance of \$2,731 in federal funds to provide Emergency Operations Center (EOC) and Incident Command and EOC interface training to the Menomonee Falls fire and police departments. Stolte said in collaboration with the State, these two courses were merged which results in substantial savings for our municipal partners who utilize these training classes for employees.

MOTION: Wimmer moved, second by Tortomasi to approve Ordinance 164-O-078. Motion carried: 6-0.

Ordinance 164-O-079: Accept Homeland Security-Mutual Aid Radio Replacement: Round 5 FY2007-2008 Program Funding And Modify The Emergency Preparedness 2010 Budget To Appropriate Grant Revenues And Expenditures For Municipal Radio Replacement Program

Stolte discussed this ordinance to authorize acceptance of federal grant funding totaling \$102,236. The County will act as the fiscal agent and administer the grant on behalf of the local units. Stolte said the County will receive 3% of the grant amount which should cover our costs which include staff time and County resources. The purpose of the grant is to provide partial funding to upgrade and replace older emergency service radios to ensure operability. None of this equipment will come to the County as it will all go to the municipalities.

MOTION: Zaborowski moved, second by Heinrich to approve Ordinance 164-O-079. Motion carried: 6-0.

Review And Revise Future Agenda Items List

The committee reviewed and revised their future agenda items list, items 1-11. A review of items 12-24 will be continued at the next meeting.

Annual Report On Disposal Of Fixed Assets

Stauffer discussed her report as outlined entitled "County Property Disposal/Transfer Report 1/1/09 to 12/31/09." The report included departments transferring property to County inventory, departments accepting property from County inventory, property donated to non-profit agencies, and property disposed of or recycled.

MOTION: Hutton moved, second by Wimmer to accept the annual report on the disposal of fixed assets. Motion carried: 6-0.

Ordinance 164-O-067: Approve 2010 Salary And Benefit Modifications For Non-Represented Employees

Cummings provided a handout entitled "Summary of 2010 Non Represented Salary Increases for Counties." This summary compared counties around the state in the categories of wage increases, no wage increase, and benefit reductions.

This ordinance included a 1.5% across-the-board salary increase for Group I and a 1% across-the-board salary increase for Group II which depends on the salary range/position, effective 1/2/10. The ordinance also proposes that Group III, primarily the highest paid positions and totals about 80 employees, will not receive salary increases in 2010. It modifies the in-network prescription drug co-pay plan from \$10/\$15/\$25/\$100 to \$10/\$25/\$40/\$100 and the out-of-network annual deductible from \$200 to \$450 for single coverage and \$600 to \$1,350 for family coverage. The total estimated fiscal impact of this ordinance is \$275,790. Sufficient funds to cover the costs associated with these changes are included in the 2010 adopted budget.

The Personnel Committee, at their January 19 meeting, amended the ordinance whereby Group I will receive 1% instead of 1.5% and the start date for the benefit changes is March 1, 2010 instead of January 1, 2010. Copies of the ordinance as amended by the Personnel Committee were distributed for review.

Cummings stated they strongly recommend the action of the Personnel committee. It was a good compromise. Hutton would like to see quantifications of the actual impact of the 1% increase including step pay increases and performance awards. Cummings will provide further information on actual non-represented salary costs from the last three years at a future meeting. Cummings added that performance awards have been capped for 2010.

MOTION: Wimmer moved, second by Heinrich to approve Ordinance 164-O-067. Motion carried 6-0.

MOTION: Tortomasi moved, second by Wimmer to adjourn at 11:12 a.m. Motion carried: 6-0.

Respectfully submitted,

Pamela Meyer
Secretary